

[Sender Name]
[Sender Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Tenant Name]
[Tenant Forwarding Address]
[City, State, Zip Code]

NOTICE OF INTENTION TO RETAIN SECURITY DEPOSIT

Re: Rental Property located at: [Property Address]

Dear [Tenant Name],

This letter serves as official notification regarding the security deposit held for the lease agreement that ended on [Lease End Date].

In accordance with the terms of our lease agreement and local landlord-tenant laws, I am notifying you of my intent to retain [Full Amount or Partial Amount] of your security deposit in the amount of \$[Total Amount Retained].

The deductions are being made for the following reasons:

- [Item 1: e.g., Unpaid Rent] - \$[Amount]
- [Item 2: e.g., Professional Cleaning Services] - \$[Amount]
- [Item 3: e.g., Repair of hole in living room wall] - \$[Amount]
- [Item 4: e.g., Replacement of broken window blinds] - \$[Amount]

Total Security Deposit Held: \$[Total Deposit Amount]

Total Deductions: \$[Total Deductions]

Remaining Balance to be Refunded: \$[Balance Amount]

[Include one of the following sentences:]

A check for the remaining balance of \$[Balance Amount] is enclosed with this letter.

The remaining balance will be sent to your forwarding address via [Method of Payment] within [Number] days.

If you have any questions regarding these deductions, please contact me in writing at the address provided above.

Sincerely,

[Signature]

[Printed Name]